

OFFICE OF THE CITY CLERK

The office of the City Clerk serves the City Council of the City of Reading by providing leadership and administrative support, and by providing quality service to the residents of the City of Reading. The City Clerk is appointed by the Reading City Council to fill a two-year term.

The City Clerk answers inquiries and researches issues for City Council, City departments and citizens. The City Clerk manages record retention, storage and schedules for City documents as provided for by law and provides notary public service for the City. The City Clerk processes the codification of all enacted ordinances for the maintenance and update of the City's codified ordinance book. The City's codified ordinance book can be found in the City Clerk's Office, the City's web site, the Berks County Law Library, and the Reading Public Library. Copies are also furnished to the Magisterial District Justices.

Other functions of the City Clerk include the development and preparation of agendas for City Council meetings, collection and review of agenda material, management and oversight of the appointment process for the boards, authorities and commissions, and the coordination of elections with the Berks County Office of Elections.

This office serves as the custodian of all official City records and authenticates and maintains an accurate record of all City Council actions. The City Clerk gives notice of and attends all Council meetings and records all council actions. The minutes, along with all enacted ordinances, adopted resolutions, City contracts and policies are safeguarded in the City Clerk's office.

Staff is currently working on the re-organization of the file system. The re-organization enables records to be accessed quickly and easily, reducing the time needed for researching issues. Staff has also started to build a digital archive system for meeting minutes, agendas with attachments, resolutions, and ordinances along with other city contracts and documents. Staff has also started to publish the Journal of Council. This year staff has completed the publication of all Journals of Council falling between 1986 and 2005. Staff has also started our digital records retention program. Eventually all contracts, documents and journals will be provided electronically for research and review.

The codified ordinance book is provided in book form and on the City's web page. The ordinances are also on the City's "internal" computer network so all City employees and officials can easily access them. The Codified Ordinance book is also provided to the Reading Public Library and the Berks County Law Library, in book form and on computer disk. This method makes the book user friendly and eliminates the need for multiple paper copies to be distributed throughout the departments. It also gives citizens direct, easy access to City laws and regulations at a reduced cost.

**FY 2007
GOALS AND OBJECTIVES**

**GOAL 1: ESTABLISH AN INVENTORY CONTROL SYSTEM AND
REORGANIZE CITY RECORDS**

- Objective 1: Scan all existing Journals of Council, contracts and agreements into a Micro Imaging System (M.I.S.). FY 2006 Started.
- Objective 2: Create computerized data base of all legislation enacted 1829 through present. The majority of the ordinances have been entered into the data base system. FY 2008.
- Objective 2: Continue to review local, state, and federal legislation pertaining to City record retention. - ongoing
- Objective 3: Provide a personal computer in City Clerk's office for research purposes. – completed
- Objective 4: Provide on and off site storage for vital City records. - ongoing

GOAL 2: INDEX AND BIND JOURNAL OF COUNCIL

- Objective 1: Prepare the minutes and attachments for printing in Journal form. FY 2004 - completed
- Objective 2: Duplicate prepared Journal material in house and have duplicated material indexed and bound.
- Objective 3: Provide one book for the Reading Public Library, one book for Berks County Law Library, and two books (including one archive copy) for the City Clerk's Department. FY 2006 - completed
- Objective 4: Scan one Journal copy into the Micro Imaging System to provide access through the City Hall network and to the public. FY 2006 and ongoing.

GOAL 3: RECODIFICATION OF CITY CODE BOOK

- Objective 1: Recodify City Code Book to eliminate unnecessary ordinances, amend to include newly enacted ordinances and amend to reflect the Home Rule form of government. Ongoing.

- Objective 2: Improve public access to the City's Code Book by eliminating hard copies and making a digital version available on-line - Completed
- Objective 3: Improve the ongoing quality of the City's Code Book and reduce the cost of regular updates to the Book by providing the City Clerk and City Solicitor with the ability to make regular updates to digital version that will be available on-line. FY 2002. - Ongoing
- Objective 4: Provide a personal computer in City Clerk's office to provide the public with the ability to perform view and research the City's Code Book, explore the City's Web Site, and contact local officials through electronic mail. Completed

GOAL 4: PUBLIC INFORMATION & COMMUNITY SERVICE

- Objective 1: Continue to improve and expand the public information services provided through the Council-Clerk Offices by continuing to publish the "Frequently Used Ordinance Book", continuing to distribute flyers to community groups on quality of life ordinances, assisting Administrative Departments by creating display ads on City services and laws, and improving E services provided on the City's web site..- ongoing.
- Objective 2: Continue to provide administrative support and limited marketing support to Community Groups and assist Council in encouraging the formation of groups in each City District. ongoing.
- Objective 3: Continue to produce educational programs on the BCTV MAC Channel and improve the use of this marketing tool. FY 2002 – ongoing.
- Objective 4: Continue to provide Citizens with efficient and reliable service when they contact staff for information or complaints– ongoing
- Objective 5: Continue to assist with projects and events that will promote and enhance the perception of the City of Reading – ongoing
- Objective 6: Continue to serve on Committees and Boards to improve and enhance outreach of the Council-Clerk's Office.
- Objective 7: Continue to support and assist the City's Boards, Authorities and Commissions

GOAL 5 **TRAINING FOR STAFF**

- Objective 1: City Clerk and Deputy Clerk to obtain Certification from the National Association of Parliamentarians - 2006
- Objective 2: City Clerk to attend classes at Shippensburg University to obtain CMC designation – 2006-08
- Objective 3: All staff to attend Continuing Education classes and seminars offered through the Center for Local Government and the League of Cities – ongoing

Expenditures	2005 Actual	2006 Budget	2007 Budget
Personnel	162,245	250,114	237,350
Operating	44,978	69,020	76,160